



King County
King County
Division of Parks and Recreation
Property Management
King Street Center Building
KSC-NR-0700
201 South Jackson Street, Suite 700
Seattle, WA 98104-3856
206-263-6216
Fax 206-263-6217

PARKS APPLICATION QUESTIONNAIRE FOR USE PERMITS/EASEMENTS/REQUESTS TO ALTER DIVISION PROPERTY

I am applying for (please circle number for appropriate use):

1. Temporary or permanent improvements or alterations to Division of Parks and Recreation (“Division”) property that enhance the public parks and recreation purpose(s) of the site. Examples: Installation/Donation of scoreboards, benches, signs, and vegetation.
2. Long-term or permanent alterations to Division property not related to parks and recreation use of the site. Examples: Utility easements, access easements, leases, long-term use permits.
3. Short-term or temporary use or alterations to Division property not related to parks and recreation use of the site. Examples: Installation/alteration of vegetation, temporary structures or roads, and access to private property.

Parks Application Fees:

A. Rail Banked Trail Corridor Permits:

(East Lake Sammamish Trail, Eastside Rail Corridor, Cedar River Trail, Snoqualmie Valley Trail Extension.)
Appropriate application and processing fees will be assessed at the time the permit is issued. The Parks Application should be mailed to King County Parks and Recreation Division, ATTN: Robert Nunnenkamp, 201 South Jackson St, Suite 700, KSC-NR-0700, Seattle, WA 98104, faxed to 206-263-6217, or e-mail, robert.nunnenkamp@kingcounty.gov.

B. General Division Land Alterations/Use Permits:

This Parks Application Questionnaire must be accompanied by a \$45.00 application fee. Any other applicable fees will be assessed when the permit is issued. The Parks Application Questionnaire and the non-refundable \$45.00 fee should be mailed to King County Division of Parks and Recreation, ATTN: Robert Nunnenkamp, 201 South Jackson St, Suite 700, KSC-NR-0700, Seattle, WA 98104. Parks Application Questionnaire may also be faxed to 206-263-6217 or e-mailed, machelle.jones@kingcounty.gov. Make the check payable to *King County Parks*. Fees do not apply to property enhancement projects (#1 above) or volunteer activity permits.

If you have any questions about the Application Questionnaire process, please contact Robert Nunnenkamp, 206-263-6207 or e-mail robert.nunnenkamp@kingcounty.gov, Brett Roberts, 206-263-7005 or e-mail brett.roberts@kingcounty.gov, or Machel Jones, 206-263-6216 or e-mail machelle.jones@kingcounty.gov.

Note to the Applicant: Please complete this questionnaire carefully. Your explanations and descriptions must be specific. The information you provide will enable staff to determine the full impact of the project on present or future development, maintenance, facility use and enjoyment by the public.

In addition to completing this Parks Application Questionnaire, you must also submit supporting documentation. This material will facilitate the review and evaluation process of your proposed project. Examples of the types of information that should be included are, vicinity map, survey, site plans, construction drawing or sketches, comprehensive list of any supplies and/or materials that you will provide in the development of your project and the size/type of vehicles or equipment that will need to access the Division’s property, etc.

Depending on the type of use proposed, law from other County, State and Federal agencies may require permits. It is the applicant's responsibility to determine and apply for any other permits, licenses, etc. to complete the proposed project. You must provide proof of having obtained approved permits before your application will be considered for approval.

When you have provided the necessary information, Parks Division staff will review your application and return their recommendation of approval or disapproval within six weeks of receipt.

The Division of Parks and Recreation does not have final authority to approve use or conveyance of property rights on Division lands. In certain cases, the Property Services Division, the Prosecuting Attorney’s Office, or the County’s legislative authority must concur with the use or conveyance. If your proposal is accepted, the Parks Division will forward its recommendation to the Real Estate Services Division and, in some cases, the Prosecuting Attorney’s Office at the same time it notifies you of its recommendation.

If the Division of Parks and Recreation recommends approval, the Property Services Division will complete the evaluation process and, upon their approval of your project, issue the appropriate Use Permit, set any necessary performance bond amounts, and required permit and land use fees. All permits are assessed a \$500 permit fee.

SECTION I - General Information

(Please type or print)

Name of Applicant: _____

Organization/Company Name: _____

Mailing Address: _____

City: _____ Zip: _____ Telephone: (Day) _____ (Eve) _____

E-mail address: _____ Fax: _____

Name of park for proposed use/alteration: _____

Parcel number of property referenced in this permit application:
(same as the Property Tax Account # on your tax bill) _____ - _____

Precise description of property for proposed use or alteration (include vicinity map, showing cross-streets):

Precise description of proposed use or alteration (Be specific, attach additional pages if necessary)
Have you discussed your project with Parks Resource Section staff? Who? When?

What other alternatives to using Division property are available to you? _____

Proposed start date and end date of project: Begin _____ End _____
Your projected cost for the project \$ _____

SECTION II- Public Benefit

Is the proposed use/alteration for public or private purposes? (circle) Public Private
Is the proposed use/alteration for commercial purposes? (circle) Yes No

Will proposed use/alteration benefit this or other Division properties? _____
Will the proposed use or alteration conflict with Parks Resource Section use or development of the land for
park purposes? _____

SECTION III- Project Contractor

Who do you intend to have perform the work of your project? _____
Name: _____
Address: _____
City: _____ ZIP: _____ Phone: _____

Are they bonded? (circle) Yes No Amount of liability insurance: \$ _____

SIGNATURE OF APPLICANT

Signature of Applicant: _____

Date: _____

DIVISION ACTION

Approved (conditions attached): _____ Disapproved: _____

Signature: _____

Date: _____